

## INSTRUCTIONS FOR PREPARING Foreign National Data Card for Unclassified Foreign Visits and Assignments to WAPA (WAPA F 3000-72#- 03-06)

### Routing of Form:

- ☐ 1. Requestor- Meeting host initiates the form at least 30-45 days before planned visit
- ☐ 2. IT/Cyber Security Approval with any computer access
- ☐ 3. Regional Manager (or Acting Official) for approval signature
- ☐ 4. Original to Regional Safety and Security Office (The Safety and Security office reviews and sends to CSO-Security Office)
- ☐ 5. CSO Security (Conducts required inquiries with DOE)
- ☐ 6. Approval sent to Regional Safety and Security Officer
- ☐ 7. Regional Safety and Security Officer notifies host and front desk personnel of approval/denial

**To allow time for background checks, this form must be completed at least 30 days for non-sensitive countries visitors, and 45 days for visitors from sensitive countries.**

**For more information and a list of sensitive countries go to:**

**<http://www.cso.wapa.gov/cpo/3700/SECURITY/fva.htm>**

(Failure to complete this approval process may result in denial of visit.)

### Section A – PERSONAL DATA INFORMATION

- BLOCK 1. Employee name: Last name; first name, middle name
- BLOCK 2. Select Male or Female: Place a check mark in the appropriate box
- BLOCK 3. Country of Birth: Spell out. No abbreviations
- BLOCK 4. City of Birth: Spell out. No abbreviations
- BLOCK 5. Home Address: Self-explanatory
- BLOCK 6. Date of Birth: Month/Day/Year
- BLOCK 7. Social Security Number: Self-explanatory
- BLOCK 8. Country of Citizenship: Spell out. No abbreviations
- BLOCK 9. Passport/Visa/Immigration Number: One must be supplied
- BLOCK 10. Country of Issue of Passport/Visa/Immigration Number
- BLOCK 11. Expiration Date: of above issued document Month/Day/Year

### Section B – EMPLOYMENT DATA

- BLOCK 12. Current Employer/Business Name: Self-explanatory
- BLOCK 13. Business Address: Self-explanatory
- BLOCK 14. Business Phone: Self-explanatory

### Section C – COMPUTER ACCESS & NETWORK CONNECTIVITY

- BLOCK 15. Do you have computer need: Answer yes or no
- BLOCK 16. Are you bringing a computer on site: Yes or no
- BLOCK 17. Do you need access to WAPA's Information Systems: Yes or no
- BLOCK 18. Will you need to install software application to perform presentation(s) : Yes or no
- BLOCK 19. Do you require internet access: Yes or no
- BLOCK 20. Will the visitor/assignee have external devices (flash drive, removable drive, cd's, disk, others) : Yes or no

### Section D – VISIT DATA INFORMATION

- BLOCK 21. Buildings/Sites/Areas to be Visited: Be specific (note: Must be escorted by host at all times)
- BLOCK 22. Request Date: Date host is submitting this request for approval
- BLOCK 23. Name and Signature of DOE Host: Must be a supervisor
- BLOCK 24. Contact # - Host's #
- BLOCK 25. Is the host a U.S. Citizen: Yes/No
- BLOCK 26. Purpose of Visit: State clear purpose/be very specific
- BLOCK 27. Will sensitive or OUO be discussed? Describe what?
- BLOCK 28. Start Date of Visit: Month/Day/Year
- BLOCK 29. End Date of Visit: Month/Day/Year
- BLOCK 30. Authorized SES Manager Administrator Signature: Regional Manager or SES.
- BLOCK 31. IT/Cyber Security Office Approval: IT/Cyber signature and approval w/any computer access
- BLOCK 32. Authorized Approval Signature CSO Security Office –visit not approved without this signature

SECTION A – PERSONAL DATA		
1. Name of Visitor: (Last)	(First)	(Middle)
2. Male <input type="checkbox"/> Female <input type="checkbox"/>		
3. Country of Birth:	6. Date of Birth: / /	8. Citizenship:
4. City of Birth:	7. Social Security Number:	9. Passport/Visa/Immigration Numbers:
5. Home Address:		10. Country of Issue:
		11. Expiration Date:
SECTION B - EMPLOYMENT DATA		
12. Employer/Business Name:	13. Business Address:	
	14. Phone:	
SECTION C – COMPUTER ACCESS AND NETWORK CONNECTIVITY		
15. Do you have computer needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Are you bringing computer on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Do you need access to WAPA's Information System? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Will you need to install software applications to perform presentation(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Do you require internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No	20. Will the visitor/assignee have external devices (flashdrive, removable drive, cd's, disks, others) that they will be bringing on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION D - VISIT DATA		
21. Buildings/Sites to be Visited:		
22. Request Date:	23. Name and Signature of DOE Host:	
24. Contact #:	25. Is the host a U.S. Citizen?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
26. Purpose of Visit/Assignment (be very specific):		
27. Will sensitive or Official Use Only (OUO) information be discussed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? (be specific)		
28. Start Date of Visit:	29. End Date of Visit:	
30. Authorized SES Manager Administrator - Signature:		Date:
31. IT/Cyber Security Office Approval - Signature:		Date:
32. Security Office Approval - Signature:		Date: